FOR OFFICE USI Resident		City Employee User	Community Partner_		ERMIT#-		
BUILDING FACILIT	GENERATIONAL C Y USE REQUEST F 012-December 31,	FORM					
ORGANIZATIO	N NAME:						
RESPONSIBLE	E PARTY:						
Hours Needed: 'Groups with mo		(include set-up a		nı	umber a	ttending	I
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CITY OF TEMPE

WESTSIDE MULTIGENERATIONAL CENTER

2012 USER GROUP PRE-RESERVATION QUESTIONNAIRE

Membership roster must be submitted for non-profit groups claiming Tempe residency

Primary Contact: FIRST CONTACT	ALTERNATE CONTACT
NAME:	NAME:
ADDRESS:	
DAY PH:HOME PH:	DAY PH:HOME PH:
E-mail	E-mail
ALTERNATE CONTACT	ALTERNATE CONTACT
NAME:	NAME:
ADDRESS:	ADDRESS:
DAY PH:HOME PH:	
E-mail	E-mail
ORGANIZATION NAME:	
Brief Description of the Organization:	
For What Durnage has the Organization required	and the Meeting Space?
ror what Purpose has the Organization request	ed the Meeting Space?

CITY OF TEMPE FACILITY USE POLICIES

Policies for the Westside Multigenerational Center have been adopted in accordance with City Ordinance #637.6. Please read these policies carefully, and make certain that **all** members of your group are familiar with them.

Pre-Reservation Questionnaire

This form can be picked up at the front desk of the Pyle Adult Recreation Center and must be filled out in full with a Membership Roster submitted for consideration. Requests should be submitted at least 2 weeks prior to your activity. Minimum approval time is 5 to 7 working days.

If paying resident fees, the Tempe resident who has signed as the responsible party on the pre-reservation questionnaire must be present throughout the entire time of the activity. All activities must be under competent, adult supervision, with the organization using the facility assuming full responsibility for any damage to the facility or the equipment. The use of facilities and special equipment shall be issued by the Parks and Recreation employee on duty through the responsible party ONLY.

The total number of people admitted for any usage shall not exceed the capacity of the assigned room as determined by an official designated by the Parks and Recreation department and/or the City Fire Marshall.

Facility Use Hours

Monday-Thursday 8:00 a.m. to 8:45 p.m. Friday 8:00 a.m. to 7:45 p.m. Saturday 10:00 a.m. to 4:45 p.m.

Sunday CLOSED

Staff Responsibilities

The Parks and Recreation Department employee on duty shall exercise authority over the organization or its activities. If the adult supervision is inadequate, it is the responsibility of the staff person to report it to the Parks and Recreation Department.

Facility Fees

Organizations are required to pay facility fees prior to their meeting date. Facilities must be vacated by the facility use hours listed above unless permission is otherwise granted specifically in the permit and a fee assessed as per city fee schedule.

Some rooms have a microphone available for use for a nominal rental. Video projectors are not available, however projection screens are available for use.

Activities Prohibited

The following activities are prohibited:

Continuous use of building facilities for religious services or political purposes

Smoking in buildings

Alcoholic beverages except by special arrangement and when other activities are not scheduled in the facility

Verification of Building Use

Verification of reserved meeting space is contingent upon final approval of the Parks and Recreation Department. Nothing is finalized until you or your organization receive a copy of the Facility Use Permit signed by a designee of the Parks and Recreation Department and your organization has returned the original permit signed by the Tempe Resident/Responsible party to the Pyle Adult Recreation Center. Do not advertise your meeting or event until this time.

Selling or Promoting Products

Selling or promoting a commercial product or anything for personal gain is prohibited in City Buildings UNLESS you are paying a commercial fee for the use of the room. If any monies are involved with your meeting/event you **MUST** disclose this when requesting your reservation.

Facility Set-up/Clean-up

Set-up and Clean-up of the contracted area will be the responsibility of the user. All facilities are to be left in good order. Chairs, tables, podiums, etc., are to be put away in the right manner in the right location. **Requested time should allow for set-up and clean-up of the facility**. It is up to the responsible party to assure that the requested time limits are adhered to. The user shall be charged on an hourly basis to pay for clean-up if it is necessary for the city to provide additional clean-up services. A clean-up deposit may be required if deemed necessary. All fees and charges are due by the first of the month prior to the meeting date.

Reservation Changes/Cancellations

Any changes or cancellations of reservations may be made ONLY by the responsible party. This also applies to any requests made during the organization's scheduled activity.

All organizations are asked to make known any changes or alterations in meeting times, equipment or room assignments to the office of the reserved facility within 5 business days Monday through Friday prior to date of use. If the reserved facility is not notified of cancellation of a room request at least 5 business days Monday through Friday prior to the date of the event, the permit holder will forfeit all fees associated with the rental.

Continuous use of facilities by clubs shall be permitted through signed agreements which shall be reissued as necessary. No permit shall exceed a period of time of one year. Permits may be reissued each year with approval.

I have read and understand the policies set forth by the City of Tempe Building Use Ordinance #637.6

Tempe Resident

Date (Please return with your application)

Participant Information:

(Membership Roster MUST be submitted with current names & addresses of memb	pers if claiming Tempe nonprofit status)
Are Membership Fees/Dues Required? Yes: No:	
If Yes, Please Explain:	
How Much: \$ Weekly Monthly	Yearly
What is the money used for:	
Are there any other fees collected throughout the year? Yes: No:	
If Yes, please explain:	
Will an admission be charged or donations requested for any activities held at Westside? Yes	s: No:
If Yes, please explain:	
Additional Information:	
Is the Organization Non-Profit: Yes: No:	
Does the Organization represent a For-Profit segment of the economy? Yes:No:	
Will the Organization's use of City facility involve a paid trainer or guest Speaker? Yes:	No:
Will the Organization's use of city facility involve paid staff? Yes: No:	
Will the Organization's use of City facility involve selling or promoting a product or service? Yes: If yes, please explain:	s: No:
Will the Organization's use of the City Facility present any opportunity for personal monetary ga ly by the members, participants, guests or organization? Yes: No:	ain whether or not income is realized directly or indirect-
If yes, please explain	
Please Note: This is an application, nothing is finalized until you or your organiz mit issued by the City of Tempe Parks and Recreation Department.	ization receives a copy of the Facility Use per-
Return pre-reservation questionnaire to:	
If yes, please explain: Will the Organization's use of the City Facility present any opportunity for personal monetary ga	

Pyle Adult Recreation Center 655 E. Southern Avenue